

# Sandwich Shop Spreadsheet

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The Baytree Bistro sells takeaway sandwiches. Mel the Manager uses a spreadsheet to keep track of sales.

1. **Open** the **sandwich shop** spreadsheet in **Excel**. This shows how many of each sandwich the shop sold last week
2. Make sure you can read all the words. Make any columns wider if you need to
3. **Change** the price of a **ham sandwich** to **2.5** (the price is in cell **B4**)
  - just click in the cell and type the new value – there's no need to press delete
4. **Change** the number of **tuna mayo** sandwiches sold to **17**
5. **Add** a cheese and pickle sandwich to the list. The cost of this sandwich is 2.25 and the shop sold 13 last week
6. **Change** all the numbers in Column B to Currency format
  - a) **highlight** all the cells with numbers in (cells **B2 to B10**)
  - b) at the top, find the **General** drop down box
  - c) change the drop down to **Currency**  
The numbers should all change to be in pounds and pence
7. Now you need to calculate how much money the shop made from each sandwich. You need to use a **formula** to do this
  - a) **click** in cell **D2**
  - b) type the formula: **=B2\*C2**
  - c) press **return** (the **enter** key)  
This should calculate the money made from egg and cress sandwiches
8. Do the same thing for **Cheese and tomato** sandwiches (cell **D3**)
9. **Repeat** this all the way down **column D**  
There is a quicker way to do this...

11. Now add up the total number of sandwiches sold using a **function**
  - a) click in cell **B11** and type the word **Total**
  - b) click in cell **C11** and type the function: **=SUM(C2:C10)**

A function uses words. This is quicker to use than typing =C2+C3+C4...
12. Now add a **function** in cell **D12** to calculate the total income from sandwiches during the week

You should end up with a spreadsheet that looks something like this:

	A	B	C	D
1	Sandwich	Cost	Number sold	Income
2	Egg and cress	£1.95	17	£33.15
3	Cheese and tomato	£2.00	15	£30.00
4	Ham	£2.50	10	£25.00
5	Ham and cheese	£2.75	12	£33.00
6	Tuna mayo	£2.25	17	£38.25
7	BLT	£2.40	23	£55.20
8	Salad	£2.00	9	£18.00
9	Prawn	£3.00	5	£15.00
10	Cheese and pickle	£2.25	13	£29.25
11		Total	121	£276.85
12				

13. Under your spreadsheet table add a new section that looks like this.

MAX
MIN
AVERAGE
COUNT

- a) Use a **MAX** function to find out the highest value in cells **D2 to D10**
- b) Use a **MIN** function to find out the lowest value in cells **C2 to C10**
- c) Use an **AVERAGE** function to find out the **average price of a sandwich**
- d) Use the **COUNT** function to find out **how many sandwiches** are in the list
14. **Save** your spreadsheet in a sensible place
15. Now go on to **Formatting Spreadsheets**